

MEMORANDUM

TO: Project-Based Section 8 Owners/Agents

FROM: Louisiana Housing Finance Agency
Performance Based Contract Administrator

DATE: July 18, 2007

RE: **Owner/Agent Training**
August 16, 2007

This memorandum is to inform all owners/agents of Project-Based Section 8 Properties that a **mandatory training** will be conducted by the Louisiana Housing Finance Agency (LHFA) – Performance Based Contract Administrator. The training will provide information on recent U. S. Department of Housing and Urban Development (HUD) updates/changes, programmatic/policy changes, special claims, and an opportunity for a Question and Answer session. The training will be held at the Louisiana Housing Finance Agency, V. Jean Butler Boardroom, located at 2415 Quail Drive, Baton Rouge, LA on **Thursday, August 16, 2007, in two sessions from 8:00 a.m. – 12:00 p.m. and 1:00 p.m. to 5:00 p.m.**

We would like to encourage you to bring any staff member/property manager who performs the actual day to day activities at the property. We will be discussing submitting Special Claims, Rent Increase Submissions, common TRACS errors, etc.

Please complete and return the attached registration form(s) by August 8, 2007.

If you have any questions regarding this matter, please feel free to contact Lauren Hartley at 225-763-8800 ext. 267 or via e-mail at lhartley@lhfa.state.la.us.